

PAYROLL - RELATED RECONCILIATIONS

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 8 – Payroll Related Reconciliations

THIS PAGE INTENTIONALLY LEFT BLANK

Learning Points

This module introduces you to the basic/minimal report reconciliations that should be performed during a:

Pay Period

- Report U118, Gross Pay Differences Report – CAPP Topic 50820
- Report 59, Gross Pay Limit Exceeded Report – CAPP Topic 50820
- Report 33, Composite Tax Report – CAPP Topic 50820
- Control Totals – CAPP Topic 50905
- Report U094, New Hire Report – CAPP Topic 50905

Monthly

- Automatic 10 to 33 Reconciliation Report – CAPP Topic 50905

Continued on next page

Learning Points, Continued

- Report U016 and U044, VRS Contribution Worksheet and Discrepancy Reports – CAPP Topic 50410
- Reports U017, U108 and U110, Healthcare Exception Report, Monthly Healthcare Reconciliation Summary and BES Premium Listing Reports, CAPP Topic – 50430

Quarterly

- Procedures are in CAPP Topic 50910

Calendar Year End

- Procedures are in CAPP Topic 50915

Payroll Related Reconciliations

**Pay Period
Reconciliation's**

Review the following reports:

- U118, Gross Pay Differences Report - Shows Authorized (Certified) Gross pay, actual Current Gross pay and any differences between the two. If you have a difference please forward an explanation to Annie Collanta and fax to (804) 225-3499.
- 59, Gross Pay Limit Exceeded – Shows any employee whose gross pay exceeded the limit established at the agency level.
- 33, Composite Tax – Provides information pertaining to Gross Pay, Taxable Wages and their corresponding withholdings. All information reflected on this report is from the Tax Masterfile. There are certain fields that should not have any amounts (i.e., FUTA, DI), and should be reviewed for correctness.
- U094, New Hire – Assists in the reconciliation of the New Hire Reporting. All new employees must be reported to the Virginia Employment Commission. This report must be verified to ensure all new hires have been properly reported by DOA. There may be differences due to the date ranges used in the generation of this report.
- U131, BES/CIPPS Update Listing, U130, BESS/CIPPS Transaction Error Listing and the BES Agency Transaction Turnaround document – U131 lists the old and new values for CIPPS provider, plan and premium conversion indicator. The U130 lists any unmatched agency and employee number information between BES and CIPPS. The BES/Agency transaction Turnaround Document shows all information updated through BES.

Continued on next page

Payroll Related Reconciliations, Continued

Monthly Reconciliation

On a monthly basis, perform the following reconciliation:

- Automatic 10 to 33 Reconciliation Report – The reports associated with this process are Report U092 and U093. These reports should be reviewed and any exceptions should be investigated.
- VRS Reconciliation – CIPPS produces Reports U016, U044 and U046 to help in the reconciliation process. VRS also provides a training course on the reconciliation process
- Automated Healthcare Reconciliation – Reports U107, U108 , and U110 must be reviewed for accuracy and submitted prior to the last business day of the month following (i.e., May’s reconciliation would be due on the last business day of June.)

Quarterly Reconciliation

Various reports are generated. For full listing of reports and procedures, refer to CAPP Topic 5910.

Calendar Year End Reconciliation

Please refer to CAPP Topic 50915 for listing of reports and procedures. DOA also issues a calendar year end payroll bulletin which will include further details for this process.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 8 – Payroll Related Reconciliations

End of Module 8